

PARK, RECREATION AND COMMUNITY SERVICES BOARD MINUTES

Thursday, April 14, 2011

A regular meeting of the Park, Recreation and Community Services Board was held in the Council Chambers in City Hall of Burbank 275 East Olive Avenue, Burbank, California. The meeting was called to order at 6:03 pm by Steven Ferguson, Chairperson.

ROLL CALL

Present Members Ferguson, DePalo, and Layfer

Absent... Members Yegparian and Prouty

Staff Present... Director Chris Daste; Assistant Director Marisa Garcia, Deputy Directors Jan Bartolo, Gaby Flores; Administrative Officer Johnathan Frank ;acting Recording Secretary Paula Ohan

PLEDGE OF ALLEGIANCE

The pledge of allegiance was recited.

WRITTEN COMMUNICATIONS

None.

APPROVAL OF MINUTES

Minutes were approved for March (passed 3-0).

ORAL COMMUNICATIONS

None

ANNOUNCEMENTS

Upcoming events and activities were announced.

NEW BUSINESS

1. Overview of Proposed Fiscal Year 2011-2012 Budget

Johnathan Frank, Administrative Officer, gave an overview of the 2011-2012 Budget, including proposed reduction scenarios, position reductions, MS&S reductions, program eliminations, operational reductions, revenue reductions and enhancements, revenue projection adjustments, MS&S exception requests, and proposed capital improvement projects. The Department's mandatory 5% budget reduction totaled \$598,787 (approximately \$26,994 less than last year). Staff addressed this year's reductions in a three-pronged approach: reducing salaries and benefits (\$293,439), reducing materials, services and supplies (\$200,427), and increasing revenue/adjusting revenue projections (\$104,925). Some proposed position reductions included not filling vacant positions, position adjustments and reducing staff hours. Some program eliminations/reductions included cash donations to the Rose Parade Float and Burbank on Parade, the Vickroy Halloween carnival, reducing some private contractual services, reducing purchases of supplies and afterschool/summer camp expenditures. Among some of the revenue enhancements were increases in daycamp fees, park permit fees, starlight bowl parking, and contract class fees. Discussion Paper items included: Youth Campground update, Youth Services/Middle School Afterschool programs, free plant-a-tree program, Tournament of Roses, and Burbank on Parade. Budget deadlines were announced.

In response to Boardmembers' comments and questions, staff expanded on some budget reduction areas. There would be an impact with the reduction in private contractual services. Safety issues would continue to be addressed as a priority but there may be cut backs on maintenance issues and others affecting aesthetics. Staff have been communicating with representatives from BTORA and Burbank on Parade and they understand the current difficulties. In-kind contributions continue to be provided to these groups, with only cash donations being eliminated. The DeBell seismic retrofit project is mandatory. Boardmembers' concerns included: disapproval of the consolidation of the senior nutrition program and proposed elimination of the McCambridge site program; and parks division cuts. Boardmembers also cautioned staff about raising daycamp fees and Starlight parking fees. One Boardmember suggested the possibility of giving the non-profit (BTORA/BOP) less cash money instead of eliminating the cash contribution. Another Boardmember suggested the possibility of cutting the Peacebuilders program and redirecting the funds towards the senior meals program at McCambridge. Ms. Garcia suggested that staff could incorporate, as an option for City Council, the Board's recommendation to use Peacebuilders funds for the senior meals program instead of eliminating the site. After further discussion, Mr. Ferguson made a motion that the Board write a letter to City Council expressing concern over staff's proposed elimination of the senior nutrition program at the McCambridge site seconded (Seconded by Mr. Layfer, passed 3-0).

ACTION Motion made by Mr. Ferguson that the Board write a letter to City Council expressing concern over staff's proposed elimination of the senior nutrition program at the McCambridge site seconded. Seconded by Mr. Layfer, passed 3-0.

1. Review of Fiscal Year 2010-2011 Annual Work Program Goals

Mr. Frank reviewed the 2010-2011 Work Program goals. City Council goals include the Burbank Police Department, Financial Stability and budget efficiency, economic development, infrastructure/transportation, traffic and parking, sustainability, strategic communication plan, Some of the Park, Recreation and Community Services Department Work Program completed goals included developing a community-wide engagement plan for Burbank's Centennial celebration and opportunities related to the City's 100th birthday; the establishment of a grading system to assess trees and tree canopy coverage throughout the City; the Joslyn Adult Center computer lab; the completion of the third art installation along Chandler Bikeway (unveiling April 29); the creation of a Cultural Arts Commission; solicitation of grant funding for the development of a youth campground and the installation of recycled water; completion of the design phase for the expansion of the skate park to accommodate BMX bicycling; the installation of new automated sports field lighting at Foy and Valley Parks will be done by the end of this year; and the retaining barrier wall and road at Wildwood Canyon Park will be completed by the end of this summer. The 2011-12 Work Program will come before the Board sometime in May or June. Staff noted that the automated lighting project at Foy is being scheduled around high school usage.

ACTION Note and File.

2. May 2011 Board Meeting Schedule

Mr. Daste informed the Board that the May 12th meeting falls on the same night as the City Council Budget Study Session, which begins at 5:00 p.m. that night. He invited the Board to attend the budget study session and explained that the Park Board would begin after the Department had made their presentation to Council.

Mr. Ferguson moved that the May meeting begin at 6:30 p.m (seconded by Mr. DePalo, passed 3-0). A reminder would be sent to the absent members.

ACTION A motion was made by Mr. Ferguson that the May 12, 2011 meeting begin at 6:30 p.m (seconded by Mr. DePalo, passed 3-0)

OLD BUSINESS

1. City Council Agenda Items

Mr. Daste reported on the following Agenda Items that have either been brought before Council or are scheduled for upcoming dates: March 15- Presented Step 2 of options for bringing back the Middle School Afterschool programs, (Council decided to consider one time funding for the program) and presented funding for youth programs as recommended by the Youth Task Force (approved 4-1); March 29- Redevelopment funded Capital improvement projects proposed – Carson revitalization project (approved 4-1). Upcoming items include: April 19-Request approval of a 4-year lease agreement for the carts at DeBell Golf Course, May 17- Austin Cook Award for outstanding youth, 2011 outstanding senior volunteers, Older Americans month, Youth Task Force recommendations, approval of design builds for the replacement of playground equipment at Brace/McCambridge/Sta. Anita parks, Trees bordering the track at Burroughs High school, and an update on the community garden.

It was clarified that proposed fee increases for the golf fund are part of the budget process.

ACTION Note and File.

2. Centennial Update

Ms. Garcia gave a brief update on centennial activities, including Burbank on Parade's 100th Birthday Bash, Arts Alive event, the Centennial House (Habitat with Humanity), centennial license plates and promotional items, centennial book, sponsorships, centennial pavers, and volunteer opportunities.

ACTION Note and File.

REPORTS

1. Childcare Committee – Mr. DePalo reported that the child care directories will be available within the next couple of weeks at various locations.

ACTION Note and File

ADDITIONAL COMMENTS FROM AUDIENCE

A speaker addressed the Board regarding fundraising.

ADDITIONAL COMMENTS FROM BOARD AND STAFF

Mr. Ferguson attended the Arbor Day ceremony. He requested that staff inform the various news outlets regarding coverage for such events in the future. He also reminded staff again that the Board had asked for an update on the new Park Patrol program, as well as an update on Verdugo pool for next month. Mr. DePalo commented on the centennial and staff's work.

ADJOURNMENT

The meeting adjourned at 7:36 pm.

CHAIR: _____ **Date:** _____

SECRETARY: _____ **Date:** _____